

RO/ARO Annual Verification User Guide

As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and authorization to access the system. To comply, ROs must annually verify that they, and all AROs, are still employed by the organization and require continued access to SEVIS.

IMPORTANT FACTS

- The annual verification period is from December 2nd to March 2nd.
- Verification must be completed by March 2nd each year.
- Only ROs can perform the validation.
- ROs and AROs will receive reminder emails and will see screen reminders during the verification period. The screen messages will be removed once verification is completed.
- If verification is not completed, AROs will lose access to SEVIS. Batch
 capability will also be lost. The only action the RO will be able to perform is
 the verification. Ultimately, if the RO fails to verify the officials, all
 users will be removed from the program's Form DS-3036. Contact the
 SEVIS Help Desk if your program has no RO.
- Emails will be sent if users lose access to SEVIS.

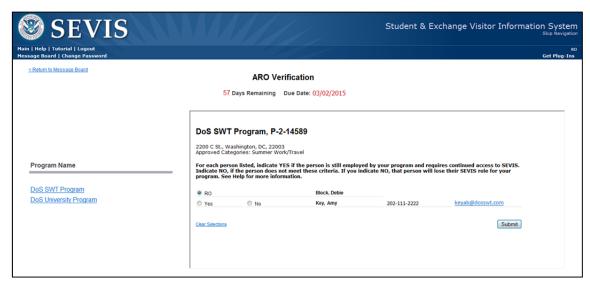
Verification Process

- 1. Log in to SEVIS.
- 2. Click the <u>required to verify</u> link in the message on the *Message Board* screen or the *Program Information* screen. This message will only display during the verification period.

Next verification due by 03/02/2015. The RO is required to verify that the AROs for your program still require access to SEVIS and remain employed by your program. Any official not verified by this date will lose access to SEVIS. See HELP for more information.

57 days remain until the next verification date.

The system displays the ARO Verification screen, which includes the program name and number, and all officials associated with the program.



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- 3. Click the **Yes** or **No** radio button next to the name of each ARO listed. A radio button must be selected for each official before the verification can be submitted. (The radio button next to the RO's name is pre-populated and cannot be changed.)
- 4. Click the **Submit** button. A success message displays.

Process Notes:

- 1. Selecting Yes indicates that the person still requires access to SEVIS for the program. If No is selected for any of the AROs when the action is submitted, the user will either immediately lose access to SEVIS or lose access when his current SEVIS session ends.
- 2. If an RO is associated with more than one program, the name of each program will display as a link on the left side of the *ARO Verification* screen. The RO can click the name of each program to perform the user verification.

Note: This is a supplemental guide for RO/AROs. Refer to the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS, Version 6.18: Volume I, for additional details.

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